

SECRET
(When Filled In)

Suspended for
Apr 14 1969

SPEED LETTER		REPLY REQUESTED		DATE 3 March 1969
		YES	NO	LETTER NO.
TO : 	FROM: 			
ATTN:				
<p>Briefly you and I discussed your intention of having another Records Officers Conference. The date that you threw out prior to leaving for your weeks training was I believe, 13 March 1969.</p> <p>Other than covering the purge what else do you have in mind that you would want to cover at this conference? Who do you want to extend the invitation to and where should it be held? Assume that it is your intention of having it for one day.</p> <p>I would suggest at this point in time, that we consider some date in the middle of April for the Conference rather than 13 March. Of course we would need to check this out carefully to be certain that it would not conflict with other events.</p>				
				<div style="border: 1px solid black; width: 150px; height: 40px; margin: 0 auto;"></div> <small>SIGNATURE</small>
REPLY			DATE <i>20 Mar 69</i>	
<p><i>Yes - I am still anxious to hold our Spring Records Management Conference for RMO's</i></p> <p><i>You are right -- we will have to move the date up now -- probably to May sometime because April will be spent on the Purge Report --</i></p> <p><i>It will have to be early May -- Check and see when the Auditorium is available --</i></p> <p><i>I'd like to concentrate this one on ^{RECORDS} DISPOSITION and cover Schedules, Retention Plans, Arch- Vital Records, Inventories etc --</i></p>				

RESPONDER'S FILE

FORM 5-61 1831

SECRET